



Parks and Recreation Board Agenda
Thursday, June 29, 2017 – 6:30 pm
 Cravath Lakefront Conference Room
 2nd Floor, Whitewater Municipal Building
 312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Consent Agenda:

CA-A	Approval of Parks and Recreation Board minutes of May 17, 2017
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Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

Staff Reports:

Parks & Recreation Director	Self Introduction & background information
Athletic Program Coordinator	Updates to include: Sports Programs and Tournaments
Recreation and Community Events Programmer	Updates to include: Summer Programs, Events, and Lake Harvesting

Considerations:

C-1	Presentation by Parks & Recreation Director and Aquatics Director of Whitewater Aquatic & Fitness Center: <ul style="list-style-type: none"> • Current Financials of facility • Future planning of financials with Steve Hatton • Proposed Cleaning List • State Inspection Report • Update on Lap Pool Shut Down & Acid Wash • Hot tub concerns and plans
C-2	Discussion and possible action related to Whitewater Police Department Request to close Aquatic Center on August, 23 rd for Active Shooter Training taking place at the High School.
C-3	Discussion and possible action on Whitewater Grocery Co. to be eligible as a partnership organization and receive free facility rentals.
C-4	Discussion and possible action related to the scheduling of the future Parks & Recreation Board Meeting times and days.
C-5	Request for future agenda items
C-6	Adjourn

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**City of Whitewater
Parks and Recreation Board
Minutes**

Wednesday, May 17, 2017– 6:30 pm

Cravath Lakefront Conference Room
2nd Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Bruce Parker, Carol McCormick, Jen Kaina, Ken Kidd, Steve Ryan, Larry Kachel, and Nate Jaeger. Absent: Brandon Knedler, Mike Kilar and Jaime Weigel
Staff: Michelle Dujardin, Deb Oas and Brian de la Torriente
Guests: None

Election of Parks and Recreation Board Chairperson – Brandon Knedler

Election of Parks and Recreation Board Vice-Chairperson – Ken Kidd

Appointment of Parks and Recreation Board Members to the following commissions and boards

Plan and Architectural Review Commission – Brandon Knedler
Urban Forestry Commissions – Ken Kidd

Consent Agenda:

CA-A Approval of Parks and Recreation Board minutes of April 19, 2017

No items to be removed from consent agenda. Kachel moved to accept the consent agenda. Second by Kaina. Ayes: Bruce Parker, Carol McCormick, Jen Kaina, Ken Kidd, Steve Ryan, Larry Kachel, and Nate Jaeger. Noes: None. Abstain: None. Absent: Brandon Knedler, Mike Kilar and Jaime Weigel.

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No Comments

Staff Reports:

Recreation & Community Events Programmer
Michelle Dujardin - an email had been sent out regarding Eric Boettcher being hired as the new Director of Parks and Recreation for the City of Whitewater. Eric's start date is scheduled for

June 5th, 2017. Members of the Parks and Recreation board to reach out to Eric to get to know him.

There are no updates at this time on the lakes. Tim Reel is waiting to hear back from the DNR.

One of the bike racks has been moved from the island near the Starin Park Community Building to the path located near Field #2 at Starin Park.

Athletic Program Coordinator

Brian de la Torriente – The baseball and softball program consists of a total of 11 teams for the 2017 season. There are two tournament teams, six recreational baseball teams and three recreational softball teams. Participant numbers are nearly the exact same as last season.

The Play for Trey Baseball Tournament got underway the weekend of April 28-30, but was cancelled due to rain. Between the partial Play for Trey Tournament and Starin Park Showdown Baseball Tournament (May5-7), approximately \$3,200 in revenue was brought in. Looking to add a fall softball tournament in mid August to try and compensate for lost revenue on rainout.

Considerations:

C-1 Discussion and possible action on plans proposed for placement of a Little Library at the Train Depot

Dujardin commented that she was approached by an individual about putting a Little Library by the train depot. Students at the High School would be responsible for building the structure. The Historical Society is okay with the placement of the Little Library. The streets department would install and maintain the Little Library.

Kaina moved to accept placement of the Little Library at the train depot. Second by Kachel.
Ayes: Bruce Parker, Carol McCormick, Jen Kaina, Ken Kidd, Steve Ryan, Larry Kachel, and Nate Jaeger. Noes: None. Abstain: None. Absent: Brandon Knedler, Mike Kilar and Jaime Weigel

C-2 Discussion and possible action related to the Whitewater Aquatic Center Boiler Replacement

Dujardin commented the 2018 budget for new boilers for the Whitewater Aquatic Center is \$28,000. Dan Buckingham got estimates from a number of businesses for the same type of boiler. All companies came out to inspect the boilers. Tri County came in at the lowest estimate.

Kachel stated the possibility of being able to get boilers at whole sale. Kachel asked if the boiler cost could be broken down more including installation. Kachel questioned if Tri County has ever installed boiler of this capacity before?

Ryan commented that Tri County did not include cost of disposal. Ryan questioned if the Aquatic Center needs all of the backup boilers?

Parker asked if parts from other boilers fro WAC could be salvaged?

Kaina suggested have all companies evaluate again on what exactly is needed from a boiler standpoint.

Kachel asked what type of routine maintenance needs to be done for boilers. Where is the money coming from for boilers?

C-3 Presentation by Aquatics Director of Whitewater Aquatic and Fitness Center

Deb Oas

Commented on using Focus on Energy to receive incentives for making changes on energy saving products, such as LED light bulbs. Focus on Energy would make visit and notify on changes that can be made.

Two grants were applied for to assist in acquiring two AED's to place in the fitness center. One grant was applied for through AED.com and the other by CPR Savers.

At the Friends meeting, they were asked to donate towards signage and scholarship programs for lessons.

Requested for a one week shutdown the last week in July for a deep clean, and drain the lap pool to acid wash.

The Aquatic and Fitness Center has reached a corporate sponsorship deal with First Citizens (10%)

There are new group fitness classes being offered including Yoga, Zumba and Pound.

Dujardin asked for thoughts from the board on the week shutdown.

Oas commented on having a discussion with the water department before refilling so dirty water did not fill up the pool. If citizens have enough notice of closure, they are typically okay with shutdown.

Jaeger suggested a shutdown period should be established on the calendar annually.

Kaina questioned what the Fitness Center currently does for cleaning practices?

Parker asked for a breakdown of the cleaning schedule?

Kachel questioned why the whole facility needs to be shut down?

Need more detail on an appropriate cleaning of leisure pool and fitness center.

C-4 Discussion and possible action related to the scheduling of the June Parks and Recreation Board meeting to Thursday, June 29th

Dujardin commented the current meeting should be schedule for Wednesday, June 21st. Changing to June 29th would give Eric Boettcher a chance to get acclimated to new position before attending first board meeting.

Kaina moved to accept date change of June Park and Recreation board meeting. Second by Parker. Ayes: Bruce Parker, Carol McCormick, Jen Kaina, Ken Kidd, Steve Ryan, Larry Kachel, and Nate Jaeger. Noes: None. Abstain: None. Absent: Brandon Knedler, Mike Kilar and Jaime Weigel

C-5 Request for future agenda items

Reevaluate Boiler needs at the Aquatic Center
More detailed outline of cleaning schedule for shutdown at Aquatic and Fitness Center
Request Steve Hatton to join June meeting
Move Parks and Recreation Board meetings to 5:30pm start time after June, 29th meeting

C-6 Adjourn

Kachel moved to adjourn at 7:43 pm. Second by Kaina. Ayes: Bruce Parker, Carol McCormick, Jen Kaina, Ken Kidd, Steve Ryan, Larry Kachel, and Nate Jaeger. Noes: None. Abstain: None. Absent: Brandon Knedler, Mike Kilar and Jaime Weigel

Next scheduled meeting: Thursday, June 29th, 6:30 pm

Respectfully submitted,



Brian de la Torriente

Memo

To: Parks and Recreation Board
From: Eric Boettcher, Parks and Recreation Director
Date: June 26, 2017
Re: June 29th Parks & Recreation Board Meeting

Staff Report

Hello from your new Parks and Recreation Director

Allow me to introduce myself. My name is Eric Boettcher and I was born and raised in Green Bay, WI. I have been working in Parks and Recreation since I was 16 first as a lifeguard. I attend the University of Minnesota in the Twin Cities and spent the last 20 plus years working for multiple cities throughout the metro area. I am honored for the privilege to move back to my home state as the Parks and Recreation Director here for the City of Whitewater!

Athletic Program Coordinator Update:

Sport Program and Tournament Updates

Recreation and Community Events Programmer Update:

Summer Programs, Events and Lake Harvesting Updates

C-1 Presentation by Parks and Recreation Director and Aquatics Director of Whitewater Aquatics and Fitness to include: Current Financials, Future Planning of Financials, Proposed Cleaning List, State inspection Report, Pool Shut Down & Acid Wash, Hot Tub concerns and plans.

Financials:

For the Month of May, the Aquatic Center saw Revenues of \$39,366.29 and Expenses of \$61,905.37.

Review the CIP plan for Aquatic Center (see attached)

Future planning of financials by Steve Hatton:

The Cities Finance Director Steve Hatton will be presenting at our meeting.

Proposed Cleaning List:

The cleaning list for the Aquatic Center Shut down has been attached for review.

(See Attached)

State Inspection Report:

The Aquatic Center had a state inspection completed on May 23, 2017. We had only a few issues that came up. The emergency telephone in the pool area, a shower head and the chipping rock wall and waterfall behind the whirlpool were items that need immediate attention. (See attached)

Update on Lap Pool Shut Down & Acid Wash:

The lap pool shut down is scheduled to start the night of Sunday, July 23 and then acid wash the pool on Monday morning hopefully being done around noon. The refilling will then start with the hopes of restarting the system by the end of the day Monday, July 24 and then begin reheating the pool. This time line assumes the use of pumps and fire hoses from the city to speed the process.

Hot Tub Concerns and Plans:

We are still waiting to receive a quote back from the vendor on what the cost to repair or replace the hot tub rock wall will be. This will help determine the direction we will take to either repair or replace the wall.

C-2 Whitewater Police Department Request to Close Aquatic Center on August 23rd for Active Shooter Training

The City of Whitewater Police department is requesting to close the Aquatic and Fitness center for and active shooter training that will take place at the High School. (See attached Request)

C-3 Whitewater Grocery Co. request to be eligible as a partnership organization.

Whitewater Grocery Co. is requesting to a partner organization of the Whitewater Parks and Recreation Department. This will enable them to receive a discount on use of city facility space to hold meetings.

C-4 Discussion and possible action related to the scheduling of the future Parks and Recreation Board Meeting times and Days.

We are discussing the time and date changer for the Parks and Recreation Board meetings to be held on the Third Wednesday of the month with a start time of 5:00pm. This will allow those staff members who may need to attend the board meetings to be able to do so immediately after work.

Thanks!
Eric Boettcher
Parks and Recreation Director

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>AQUATIC CTR-MEMBERSHIPS</u>					
247-41000-55 FAMILY MEMBERSHIP REVENUE	19,785.51	101,454.17	150,000.00	48,545.83	67.6
247-41100-55 ADULT MEMBERSHIP REVENUE	.00	.00	30,000.00	30,000.00	.0
247-41200-55 YOUTH MEMBERSHIP REVENUE	.00	.00	30,000.00	30,000.00	.0
247-41300-55 SENIOR MEMBERSHIP REVENUE	.00	.00	30,000.00	30,000.00	.0
247-41350-55 SILVER SNEAKERS MEMBERSHIP	30.00	1,275.00	.00	(1,275.00)	.0
247-41400-55 COUPLE MEMBERSHIP REVENUE	.00	.00	20,000.00	20,000.00	.0
247-41500-55 COLLEGE STUDENT MEMBERSHIPS	47.94	46.91	8,324.00	8,277.09	.6
TOTAL AQUATIC CTR-MEMBERSHIPS	19,863.45	102,776.08	268,324.00	165,547.92	38.3
<u>AQUATIC CTR-PASSES</u>					
247-42000-55 ADULT DAY PASSES	5,007.15	34,881.87	80,000.00	45,118.13	43.6
247-42100-55 YOUTH DAY PASSES	3,264.07	27,080.44	80,000.00	52,919.56	33.9
247-42300-55 GROUP RATES	1,974.47	10,270.48	5,178.00	(5,092.48)	198.4
TOTAL AQUATIC CTR-PASSES	10,245.69	72,232.79	165,178.00	92,945.21	43.7
<u>SOURCE 43</u>					
247-43000-55 SWIM LESSONS	1,133.27	11,276.11	40,000.00	28,723.89	28.2
247-43200-55 LAND FITNESS CLASSES	1,448.41	6,886.19	40,000.00	33,113.81	17.2
247-43300-55 WATER CLASSES	(51.75)	1,555.57	16,846.00	15,290.43	9.2
TOTAL SOURCE 43	2,529.93	19,717.87	96,846.00	77,128.13	20.4
<u>AQUATIC CTR-RENTALS</u>					
247-44000-55 MEETING ROOM RENTALS	.00	1,100.00	1,500.00	400.00	73.3
247-44100-55 WHITEWATER SCHOOL DIST RENTAL	.00	.00	20,500.00	20,500.00	.0
247-44200-55 BIRTHDAY PARTIES	2,028.91	12,686.37	8,000.00	(4,686.37)	158.6
TOTAL AQUATIC CTR-RENTALS	2,028.91	13,786.37	30,000.00	16,213.63	46.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 45</u>					
247-45000-55 LIFE GUARD REIMB WHS	.00	.00	2,000.00	2,000.00	.0
247-45050-55 DONATION-DLK-MARKETING	.00	5,000.00	.00 (5,000.00)	.0
247-45100-55 GIFT CERTIFICATES	.00	150.49	1,555.00	1,404.51	9.7
247-45200-55 MASSAGE	.00	.00	5,000.00	5,000.00	.0
247-45300-55 PERSONAL TRAINING REVENUE	.00	.00	2,000.00	2,000.00	.0
247-45400-55 CONCESSIONS STAND	4,484.60	25,642.91	48,000.00	22,357.09	53.4
247-45500-55 PRO-SHOP INCOME	213.71	1,477.95	.00 (1,477.95)	.0
247-45600-55 INTEREST INCOME	.00	387.19	.00 (387.19)	.0
247-45700-55 STATE SALES TAX	.00	.00	9,000.00	9,000.00	.0
TOTAL SOURCE 45	4,698.31	32,658.54	67,555.00	34,896.46	48.3
<u>SOURCE 49</u>					
247-49280-55 WUSD CONTRIBUTION	.00	.00	78,000.00	78,000.00	.0
247-49285-55 WUSD CAPITAL IMPROVE CONT	.00	.00	50,000.00	50,000.00	.0
247-49290-55 GENERAL FUND TRANSFER	.00	78,000.00	78,000.00	.00	100.0
247-49295-55 GENERAL FUND CAP IMPROVE CONT	.00	50,000.00	50,000.00	.00	100.0
247-49300-55 FUND BALANCE APPLIED	.00	.00 (15,678.00)	(15,678.00)	.0
TOTAL SOURCE 49	.00	128,000.00	240,322.00	112,322.00	53.3
TOTAL FUND REVENUE	39,366.29	369,171.65	868,225.00	499,053.35	42.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WAC-MANAGEMENT</u>					
247-55100-111 SALARIES/PERMANENT	6,520.00	27,994.63	86,424.00	58,429.37	32.4
247-55100-112 WAGES/OVERTIME	.00	462.00	.00	(462.00)	.0
247-55100-113 WAGES/TEMPORARY	.00	1,920.00	.00	(1,920.00)	.0
247-55100-150 MEDICARE TAX/CITY SHARE	91.58	425.80	1,323.00	897.20	32.2
247-55100-151 SOCIAL SECURITY/CITY SHARE	391.60	1,820.74	5,656.00	3,835.26	32.2
247-55100-152 RETIREMENT	429.76	1,857.15	5,877.00	4,019.85	31.6
247-55100-153 HEALTH INSURANCE	1,447.83	7,276.35	25,841.00	18,564.65	28.2
247-55100-155 WORKERS COMPENSATION	118.70	553.63	.00	(553.63)	.0
247-55100-156 LIFE INSURANCE	3.93	18.97	43.00	24.03	44.1
TOTAL WAC-MANAGEMENT	9,003.40	42,329.27	125,164.00	82,834.73	33.8
<u>WAC-FRONT DESK</u>					
247-55150-113 WAGES/TEMPORARY	6,066.13	25,540.77	62,544.00	37,003.23	40.8
247-55150-150 MEDICARE TAX/CITY SHARE	87.99	370.26	907.00	536.74	40.8
247-55150-151 SOCIAL SECURITY/CITY SHARE	376.13	1,583.10	3,878.00	2,294.90	40.8
247-55150-155 WORKERS COMPENSATION	266.91	1,123.36	2,514.00	1,390.64	44.7
TOTAL WAC-FRONT DESK	6,797.16	28,617.49	69,843.00	41,225.51	41.0
<u>WAC-FITNESS</u>					
247-55200-114 WAGES/PART-TIME/PERMANENT	1,078.00	10,201.00	22,480.00	12,279.00	45.4
247-55200-150 MEDICARE TAX/CITY SHARE	15.62	147.93	326.00	178.07	45.4
247-55200-151 SOCIAL SECURITY/CITY SHARE	66.84	632.55	1,394.00	761.45	45.4
247-55200-155 WORKERS COMPENSATION	47.43	448.84	904.00	455.16	49.7
TOTAL WAC-FITNESS	1,207.89	11,430.32	25,104.00	13,673.68	45.5
<u>WAC-AQUATIC</u>					
247-55300-112 WAGES/OVERTIME	.00	229.50	.00	(229.50)	.0
247-55300-114 WAGES/PART-TIME/PERMANENT	14,669.50	77,355.69	221,430.00	144,074.31	34.9
247-55300-150 MEDICARE TAX/CITY SHARE	212.43	1,124.62	2,875.00	1,750.38	39.1
247-55300-151 SOCIAL SECURITY/CITY SHARE	908.32	4,808.62	12,294.00	7,485.38	39.1
247-55300-155 WORKERS COMPENSATION	643.76	3,407.97	7,971.00	4,563.03	42.8
TOTAL WAC-AQUATIC	16,434.01	86,926.40	244,570.00	157,643.60	35.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WAC-ADMIN EXPENSES</u>					
247-55500-225 TELEPHONE	435.62	1,698.45	.00 (1,698.45)	.0
247-55500-246 CLEANING & SUPPLIES	1,521.49	3,362.37	10,000.00	6,637.63	33.6
247-55500-310 OFFICE SUPPLIES	.00	403.02	1,500.00	1,096.98	26.9
247-55500-340 FITNESS CLASS SUPPLIES	410.83	653.82	1,000.00	346.18	65.4
247-55500-343 POSTAGE	.00	.00	600.00	600.00	.0
247-55500-650 CREDIT CARD PROCESSING FEES	.00	.00	3,000.00	3,000.00	.0
247-55500-652 BANK CHARGES	5.00	5.00	.00 (5.00)	.0
247-55500-654 PERMITS & FEES	38.00	38.00	709.00	671.00	5.4
247-55500-656 MEMBER KEY TAGS	.00	295.00	600.00	305.00	49.2
247-55500-658 FAMILY PARTNERSHIP PAYOUTS	.00	.00	2,000.00	2,000.00	.0
TOTAL WAC-ADMIN EXPENSES	2,410.94	6,455.66	19,409.00	12,953.34	33.3
<u>WAC-POOL EXPENSES</u>					
247-55600-340 LIFEGUARD SUPPLIES	218.75	218.75	600.00	381.25	36.5
247-55600-342 WSI CLASS EXPENSE	.00	30.00	1,500.00	1,470.00	2.0
247-55600-344 LIFEGUARD CLASS EXPENSE	38.00	297.00	4,000.00	3,703.00	7.4
247-55600-346 GENERAL POOL MAINTENANCE	1,372.78	8,960.75	4,000.00 (4,960.75)	224.0
247-55600-348 POOL EQUIPMENT	.00	.00	500.00	500.00	.0
247-55600-350 POOL CHEMICALS	1,500.00	7,500.00	11,000.00	3,500.00	68.2
TOTAL WAC-POOL EXPENSES	3,129.53	17,006.50	21,600.00	4,593.50	78.7
<u>WAC-UTILITIES/HVAC</u>					
247-55700-221 WATER/SEWER UTILITIES	3,159.01	13,789.16	21,000.00	7,210.84	65.7
247-55700-222 ELECTRIC UTILITIES	7,470.41	29,495.49	103,312.00	73,816.51	28.6
247-55700-224 GAS UTILITIES	4,105.99	22,697.22	62,923.00	40,225.78	36.1
247-55700-244 HVAC SUPPLIES	.00	5,865.00	1,000.00 (4,865.00)	586.5
247-55700-355 REPAIR/MAINT SUPPLIES	3,248.71	10,212.34	.00 (10,212.34)	.0
TOTAL WAC-UTILITIES/HVAC	17,984.12	82,059.21	188,235.00	106,175.79	43.6
<u>WAC-OTHER EXPENSES</u>					
247-55800-324 MARKETING	248.04	992.78	30,000.00	29,007.22	3.3
247-55800-340 OPERATING SUPPLIES	1,752.18	3,601.94	.00 (3,601.94)	.0
247-55800-342 CONCESSION SUPPLIES	2,668.53	18,711.89	41,000.00	22,288.11	45.6
247-55800-344 LAND FITNESS SPECIAL EVENTS	.00	296.68	.00 (296.68)	.0
247-55800-346 PRO-SHOP INVENTORY	269.57	835.03	3,300.00	2,464.97	25.3
247-55800-810 CAPITAL EQUIPMENT	.00	995.00	.00 (995.00)	.0
247-55800-820 CAPITAL IMPROVEMENTS	.00	.00	100,000.00	100,000.00	.0
TOTAL WAC-OTHER EXPENSES	4,938.32	25,433.32	174,300.00	148,866.68	14.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2017

AQUATIC CENTER

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
TOTAL FUND EXPENDITURES	<u>61,905.37</u>	<u>300,258.17</u>	<u>868,225.00</u>	<u>567,966.83</u>	<u>34.6</u>
NET REVENUE OVER EXPENDITURES	<u>(22,539.08)</u>	<u>68,913.48</u>	<u>.00</u>	<u>(68,913.48)</u>	<u>.0</u>

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2017**

AQUATIC CENTER

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
247-11100 CASH	(137,340.41)	(22,539.08)	92,231.82	(45,108.59)
247-13102 A/R-WW SCHOOL DISTRICT	50,000.00	.00	(50,000.00)	.00
TOTAL ASSETS	(87,340.41)	(22,539.08)	42,231.82	(45,108.59)
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
247-21100 ACCOUNTS PAYABLE	26,681.66	.00	(26,681.66)	.00
247-21700 ACCRUED WAGES PAYABLE	7,315.46	.00	.00	7,315.46
TOTAL LIABILITIES	33,997.12	.00	(26,681.66)	7,315.46
<u>FUND EQUITY</u>				
247-34300 FUND BALANCE	(121,337.53)	.00	.00	(121,337.53)
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(22,539.08)	68,913.48	68,913.48
BALANCE - CURRENT DATE	.00	(22,539.08)	68,913.48	68,913.48
TOTAL FUND EQUITY	(121,337.53)	(22,539.08)	68,913.48	(52,424.05)
TOTAL LIABILITIES AND EQUITY	(87,340.41)	(22,539.08)	42,231.82	(45,108.59)

List of cleaning duties ☺

Move all fitness equipment before cleaning
Vacuum fitness floor
Sweep & Mop fitness floor
Clean mirrors
Dry mop Studio floor
Re-finish Studio floors
Dust window ledges
Clean all windows in fitness
Wipe off treadmills
Clean elliptical & bikes
Clean free motion equipment (handles)
Clean all meeting room floors
Clean & organize concession area
Re-organize all closets/shelving
Wipe down ALL stainless in both pools (including in pool areas)
Wipe off scum lines in leisure & whirlpool
Wash out all trash cans
Vacuum lobby area and hallway (all carpeted areas)
Spray all shower walls with bleach
Clean all shower curtains
Tidy/organize fitness desk area/cubbies
Rinse off all tables and chairs from pool deck and in concession
Clean lobby restrooms top to bottom
Clean glass (ALL doors and windows)
Clean locker rooms: showers, restrooms top to bottom
Wax water slide
Clean guard room & Clean extra office on lap deck
Flush all floor drains (remove excess hair)

Maintenance

Ceilings touched up in family locker rooms?
Exhaust Fans installed in family locker rooms?
Re-do rock wall in whirlpool & replace door in floor*
Replace broken parts on Play structure*



Recreational Water Establishment Inspection Report

Establishment Information

Facility Name WHITEWATER AQUATIC CENTER-PLUNGE SLIDE	Facility Type Water Attraction with up to 2 Slides/Waterslides (RWT)
Facility ID # HSAT-7QX3MF	Facility Telephone # 262 473-4900
Facility Address WATERPARK 580 ELIZABETH ST WHITEWATER, WI 53190	
Licensee Name WHITEWATER AQUATIC CENTER INC	Licensee Address 312 W WHITEWATER ST WHITEWATER, WI 53190

Pool Parameters

Free Available Chlorine/Bromine	3.4
Combined Chlorine	0
pH	7.0
Alkalinity	20
Cyanuric Acid	N.A.
Temperature	85.8
Flowmeter Reading(s)	950
Pressure Gauges Reading(s)	12/6

Inspection Information

Inspection Type Routine	Inspection Date May 23, 2017	Total Time Spent 1.00
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OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Observed Violations

Total # 2

Observed Violations - 16 - pH alkalinity within limits or balanced, Cyanuric acid - within limits, Superoxidation - done as needed.

REPEAT OBSERVATION: The total alkalinity is 20 ppm.

CORRECTIVE ACTION(S): Maintain the total alkalinity between 60 and 180 ppm.

CODE CITATION: ATCP 76.14 Disinfectant feeding and residuals. (4) **CHEMICAL CONCENTRATIONS AND RESIDUALS.** (d) Alkalinity. The total alkalinity of pool water shall be maintained between 60 and 180 ppm as calcium carbonate unless it can be shown that another level of total alkalinity produces chemically balanced water based on calculations approved by the department.

Observed Violations - 26 - Permissible patron load, Rescue equipment, first aid equipment, telephone present, located, good condition, phone numbers posted

OBSERVATION: The emergency telephone is not in the enclosure.

CORRECTIVE ACTION(S): Provide a functional emergency telephone in the enclosure.

CODE CITATION: ATCP 76.26 Rescue equipment. (2) **TELEPHONE.** For outdoor pools, a working telephone shall be available in the pool area. For indoor pools, a working telephone shall be available within the enclosed area around a pool. A current list of emergency numbers and the facility's location shall be attached to or posted near the telephone. Cellular or cordless phones may not be used to comply with this subsection.

Note: A request for an alternative location for a telephone or another system of communication that provides access to emergency service during hours of pool operation may be made under s. ATCP 76.03 (2).

Comments:

Total alkalinity violation is noted on two consecutive inspection reports. If noted on the next routine or complaint inspection it will result in a chargeable reinspection.

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

Person in Charge



Debra Oas

Sanitarian



Elias Wachter



Recreational Water Establishment Inspection Report

Establishment Information

Facility Name WHITEWATER AQUATIC CENTER (WHIRLPOOL)	Facility Type Public Pool (RPP)
Facility ID # HSAT-7QXHL7	Facility Telephone # 262 473-4900
Facility Address 580 ELIZABETH ST WHITEWATER, WI 53190	
Licensee Name WHITEWATER AQUATIC CENTER INC	Licensee Address 312 W WHITEWATER ST WHITEWATER, WI 53190

Pool Parameters

Free Available Chlorine/Bromine	3.8
Combined Chlorine	0.4
pH	7.0
Alkalinity	20
Cyanuric Acid	N.A.
Temperature	102
Flowmeter Reading(s)	200
Pressure Gauges Reading(s)	17/12

Inspection Information

Inspection Type Routine	Inspection Date May 23, 2017	Total Time Spent 2.50
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OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Observed Violations

Total # 3

Observed Violations - 16 - pH alkalinity within limits or balanced, Cyanuric acid - within limits, Superoxidation - done as needed.

REPEAT OBSERVATION: The total alkalinity is 20 ppm.

CORRECTIVE ACTION(S): Maintain the total alkalinity between 60 and 180 ppm.

CODE CITATION: ATCP 76.14 Disinfectant feeding and residuals. (4) CHEMICAL CONCENTRATIONS AND RESIDUALS. (d) Alkalinity. The total alkalinity of pool water shall be maintained between 60 and 180 ppm as calcium carbonate unless it can be shown that another level of total alkalinity produces chemically balanced water based on calculations approved by the department.

Observed Violations - 31 - General maintenance, walls, ceilings, floors, hosing spectator area separated, maintained, no hazardous conditions, adequate lighting accessibility, solid waste, garbage storage and disposal.

OBSERVATION: The waterfall located in the whirlpool area is not being maintained and repaired as necessary. Observed rocks chipping and apparent rust / calcium build up along the lip of tiling below the waterfall.

CORRECTIVE ACTION(S): Repair and maintain all equipment pursuant to ATCP 76.33(1)(e).

CODE CITATION: ATCP 76.33 Facility maintenance, repair and sanitation. (1) POOL AREA. (e) Equipment. Pool equipment, including equipment on the deck, shall be properly located and installed and maintained and repaired as necessary.

Observed Violations - 31 - General maintenance, walls, ceilings, floors, hosing spectator area separated, maintained, no hazardous conditions, adequate lighting accessibility, solid waste, garbage storage and disposal.

OBSERVATION: Two hand rails located in the whirlpool area is not being maintained and repaired as necessary. Hand rails wiggle and are loose when using.

CORRECTIVE ACTION(S): Repair and maintain all equipment pursuant to ATCP 76.33(1)(e).

CODE CITATION: ATCP 76.33 Facility maintenance, repair and sanitation. (1) POOL AREA. (e) Equipment. Pool equipment, including equipment on the deck, shall be properly located and installed and maintained and repaired as necessary.

Observed Violations - 26 - Permissible patron load, Rescue equipment, first aid equipment, telephone present, located, good condition, phone numbers posted

OBSERVATION: The emergency telephone is not in the enclosure.

CORRECTIVE ACTION(S): Provide a functional emergency telephone in the enclosure.

CODE CITATION: ATCP 76.26 Rescue equipment. (2) TELEPHONE. For outdoor pools, a working telephone shall be available in the pool area. For indoor pools, a working telephone shall be available within the enclosed area around a pool. A current list of emergency numbers and the facility's location shall be attached to or posted near the telephone. Cellular or cordless phones may not be used to comply with this subsection.

Note: A request for an alternative location for a telephone or another system of communication that provides access to emergency service during hours of pool operation may be made under s. ATCP 76.03 (2).

Comments:

Total alkalinity violation is noted on two consecutive inspection reports. If noted on the next routine or complaint inspection it will result in a chargeable reinspection.

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

Person in Charge



Debra Oas

Sanitarian



Elias Wachter



Recreational Water Establishment Inspection Report

Establishment Information

Facility Name WHITEWATER AQUATIC CENTER (SWIMMING POOL)	Facility Type Public Pool (RPP)
Facility ID # HSAT-7QX2ER	Facility Telephone # 262 473-4900
Facility Address 580 ELIZABETH ST WHITEWATER, WI 53190	
Licensee Name WHITEWATER AQUATIC CENTER INC	Licensee Address 312 W WHITEWATER ST WHITEWATER, WI 53190

Pool Parameters

Free Available Chlorine/Bromine	2.4
Combined Chlorine	0
pH	7.0
Alkalinity	20
Cyanuric Acid	N.A.
Temperature	81
Flowmeter Reading(s)	740
Pressure Gauges Reading(s)	12/7

Inspection Information

Inspection Type Routine	Inspection Date May 23, 2017	Total Time Spent 0.75
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OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Observed Violations

Total # 3

Observed Violations - 30 - Toilet, shower, dressing rooms, provided as needed, clean maintained, hand drying, toilet tissue, suits, caps, or towels provided to patrons - clean, thoroughly laundered, storage

REPEAT OBSERVATION: A shower faucet head in the men's locker room observed missing today.

CORRECTIVE ACTION(S): Repair the showers so they are in compliance with DHS 172.33(2)(b).

CODE CITATION: DHS 172.33 Facility maintenance, repair and sanitation. (2) SHOWER, TOILET AND DRESSING FACILITIES.

(b) Showers shall be maintained in an operable condition and each shower shall provide 3 to 5 gallons of water per minute.

Observed Violations - 16 - pH alkalinity within limits or balanced, Cyanuric acid - within limits, Superoxidation - done as needed.

OBSERVATION: The total alkalinity is 20 ppm.

CORRECTIVE ACTION(S): Maintain the total alkalinity between 60 and 180 ppm.

CODE CITATION: ATCP 76.14 Disinfectant feeding and residuals. (4) CHEMICAL CONCENTRATIONS AND RESIDUALS. (d)

Alkalinity. The total alkalinity of pool water shall be maintained between 60 and 180 ppm as calcium carbonate unless it can be shown that another level of total alkalinity produces chemically balanced water based on calculations approved by the department.

Observed Violations - 26 - Permissible patron load, Rescue equipment, first aid equipment, telephone present, located, good condition, phone numbers posted

OBSERVATION: The emergency telephone is not in the enclosure.

CORRECTIVE ACTION(S): Provide a functional emergency telephone in the enclosure.

CODE CITATION: ATCP 76.26 Rescue equipment. (2) TELEPHONE. For outdoor pools, a working telephone shall be available in the pool area. For indoor pools, a working telephone shall be available within the enclosed area around a pool. A current list of emergency numbers and the facility's location shall be attached to or posted near the telephone. Cellular or cordless phones may not be used to comply with this subsection.

Note: A request for an alternative location for a telephone or another system of communication that provides access to emergency service during hours of pool operation may be made under s. ATCP 76.03 (2).

Comments:

The shower head missing in the men's locker room observed on two consecutive inspections. If noted on the next routine or complaint inspection it will result in a chargeable reinspection.

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

Person in Charge



Debra Oas

Sanitarian



Elias Wachter



Recreational Water Establishment Inspection Report

Establishment Information

Facility Name WHITEWATER AQUATIC CENTER WATERPARK-ZERODEPTH	Facility Type Water Attraction (RWI)
Facility ID # BJOA-9Z4P9D	Facility Telephone # 262 473-4900
Facility Address 580 ELIZABETH WHITEWATER, WI 53190	
Licensee Name WHITEWATER AQUATIC CENTER INC	Licensee Address 312 W WHITEWATER ST WHITEWATER, WI 53190

Pool Parameters

Free Available Chlorine/Bromine	3.6
Combined Chlorine	0
pH	7.0
Alkalinity	20
Cyanuric Acid	N.A.
Temperature	85
Flowmeter Reading(s)	958
Pressure Gauges Reading(s)	12/6

Inspection Information

Inspection Type Routine	Inspection Date May 23, 2017	Total Time Spent 1.00
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OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Observed Violations

Total # 3

Observed Violations - 16 - pH alkalinity within limits or balanced, Cyanuric acid - within limits, Superoxidation - done as needed.

REPEAT OBSERVATION: The total alkalinity is 20 ppm.

CORRECTIVE ACTION(S): Maintain the total alkalinity between 60 and 180 ppm.

CODE CITATION: ATCP 76.14 Disinfectant feeding and residuals. (4) CHEMICAL CONCENTRATIONS AND RESIDUALS. (d) Alkalinity. The total alkalinity of pool water shall be maintained between 60 and 180 ppm as calcium carbonate unless it can be shown that another level of total alkalinity produces chemically balanced water based on calculations approved by the department.

Observed Violations - 31 - General maintenance, walls, ceilings, floors, hosing spectator area separated, maintained, no hazardous conditions, adequate lighting accessibility, solid waste, garbage storage and disposal.

OBSERVATION: Children's play water attraction located in the zero depth entry pool is not being maintained and repaired as necessary.

Observed two wheels missing on two posts of this play attraction. Tape and bagging currently covers where wheels used to be attached.

CORRECTIVE ACTION(S): Repair and maintain all equipment pursuant to ATCP 76.33(1)(e).

CODE CITATION: ATCP 76.33 Facility maintenance, repair and sanitation. (1) POOL AREA. (e) Equipment. Pool equipment, including equipment on the deck, shall be properly located and installed and maintained and repaired as necessary.

Observed Violations - 26 - Permissible patron load, Rescue equipment, first aid equipment, telephone present, located, good condition, phone numbers posted

OBSERVATION: The emergency telephone is not in the enclosure.

CORRECTIVE ACTION(S): Provide a functional emergency telephone in the enclosure.

CODE CITATION: ATCP 76.26 Rescue equipment. (2) TELEPHONE. For outdoor pools, a working telephone shall be available in the pool area. For indoor pools, a working telephone shall be available within the enclosed area around a pool. A current list of emergency numbers and the facility's location shall be attached to or posted near the telephone. Cellular or cordless phones may not be used to comply with this subsection.

Note: A request for an alternative location for a telephone or another system of communication that provides access to emergency service during hours of pool operation may be made under s. ATCP 76.03 (2).

Comments:

Total alkalinity violation is noted on two consecutive inspection reports. If noted on the next routine or complaint inspection it will result in a chargeable reinspection. Firm intends to close down one month this summer to repair children's play attraction.

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

Person in Charge



Debra Oas

Sanitarian



Elias Wachter



Recreational Water Establishment Inspection Report

Establishment Information

Facility Name WHITEWATER AQUATIC CENTER WATERPARK-LEISURE RIVER	Facility Type Water Attraction (RWI)
Facility ID # BJOA-9Z4Q8C	Facility Telephone # 262 473-4900
Facility Address 580 ELIZABETH WHITEWATER, WI 53190	
Licensee Name WHITEWATER AQUATIC CENTER INC	Licensee Address 312 W WHITEWATER ST WHITEWATER, WI 53190

Pool Parameters

Free Available Chlorine/Bromine	3
Combined Chlorine	0.4
pH	7.0
Alkalinity	20
Cyanuric Acid	N.A.
Temperature	85
Flowmeter Reading(s)	958
Pressure Gauges Reading(s)	12/6

Inspection Information

Inspection Type Routine	Inspection Date May 23, 2017	Total Time Spent 1.00
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OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Observed Violations

Total # 2 Observed Violations - 16 - pH alkalinity within limits or balanced, Cyanuric acid - within limits, Superoxidation - done as needed. REPEAT OBSERVATION: The total alkalinity is 20 ppm. CORRECTIVE ACTION(S): Maintain the total alkalinity between 60 and 180 ppm. CODE CITATION: ATCP 76.14 Disinfectant feeding and residuals. (4) CHEMICAL CONCENTRATIONS AND RESIDUALS. (d) Alkalinity. The total alkalinity of pool water shall be maintained between 60 and 180 ppm as calcium carbonate unless it can be shown that another level of total alkalinity produces chemically balanced water based on calculations approved by the department. Observed Violations - 26 - Permissible patron load, Rescue equipment, first aid equipment, telephone present, located, good condition, phone numbers posted OBSERVATION: The emergency telephone is not in the enclosure. CORRECTIVE ACTION(S): Provide a functional emergency telephone in the enclosure. CODE CITATION: ATCP 76.26 Rescue equipment. (2) TELEPHONE. For outdoor pools, a working telephone shall be available in the pool area. For indoor pools, a working telephone shall be available within the enclosed area around a pool. A current list of emergency numbers and the facility's location shall be attached to or posted near the telephone. Cellular or cordless phones may not be used to comply with this subsection. Note: A request for an alternative location for a telephone or another system of communication that provides access to emergency service during hours of pool operation may be made under s. ATCP 76.03 (2).
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Comments:

Total alkalinity violation is noted on two consecutive inspection reports. If noted on the next routine or complaint inspection it will result in a chargeable reinspection.

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

Person in Charge



Debra Oas

Sanitarian



Elias Wachter

Whitewater Aquatic Center 5 Year Capital Improvement Plan

Updated for 6-22-17

	2016	2017	2018	2019	2020
Leisure Pool Equipment Replacement					
Playstructure handles		\$700			
Plumbing Access Doors - Bilco		\$2,100			
Slide Inspection					\$1,500
Backboards					\$1,000
Portable Chair Lift	\$6,000				
Slide resurfacing			\$10,000		
Filter Sand replacement				\$13,000	
Duct Sox Replacement					\$5,000
Resurfacing				\$40,000	
UV wipers and lamps					\$1,500
VFD for activity pump	\$1,500				
Slide Platform repair					
Lap Pool Equipment Replacement					
Lane Markers					\$4,000
Inflatable	\$2,000				
Duct Sox Cleaning					\$5,000
Pool Resurfacing					\$50,000
Whirlpool Equipment Replacement					
Sand replacement for filter			\$1,000		
Fitness Center Equipment Replacement					
27-32" Television	\$1,500				
Ellipticals	\$12,000		\$4,000		
Treadmills	\$25,000		\$5,000		
250 Watt to LED-donated by WWUSD					
Cardio theater transmitters					
Cardio theater receivers					
Chest			\$4,000		
Shoulder				\$4,000	
Cable Cross				\$5,500	
Lat				\$3,600	
Row			\$3,500		
Lift	\$5,000				
Adominal				\$3,300	
Incline Treadmills				\$5,000	
Calf					\$4,000
Bikes					
Hamstring				\$3,300	
Bikes	\$9,000				
Quad			\$3,300		
Squat					\$6,000
General Pump Replacement	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

- Fitness Equipment total budget for 2016- \$46,000, actually spent \$98,870.50

Lobby & Computers					
Pizza Ovens					
Indoor directional signs					
AED Trainer		\$1,300			
Carpet	\$12,495.75				
Directions outdoor signs	\$1,000				
Entrance Sign	\$2,000				
Computer					
Color Laser Printer					
Television					
Counter Chair					
Clothes Washer & Dryer	1,399				
Meeting Room					
Tables					
Folding Chairs	\$1,800				
Television	\$700				
CPR Supplies & Mannequins					
Mezzanine					
Boiler Cleaning	\$4,000	\$4,000	\$4,000		
Air Handler Return Pump				\$10,000	
Air Handler Supply Pump			\$10,000		
Boiler		\$43,000			
Air Compressor HVAC					\$8,000
Building operation software			\$9,000		
Filter Room Equipment Replacement					
Automated Pool Vacuum	\$9,000				
Surge tank float valves		\$1,500			
Sump Pumps	\$1,000	\$1,000	\$1,000	\$1,000	
Pump replacements	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Heat exchanger replacements			\$5,000		
Control Valves	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Filter Pumps		\$5,000	\$5,000		
Strainer Baskets with lids			\$4,500		
Controller Lap & Spa					
Filter Sand Replacement			\$5,000		
Rebuild Motor	\$2,000 ??	\$2,000	\$2,000	\$2,000	\$2,000
Locker Room Replacement					
Suit Extractor-Family		\$750			
Suit Extractor-Women's		\$750			
Suit Extractor-Men's			\$750		
Flooring Replacement			\$10,000		
Ceiling Rail Replacement			\$3,000		
TOTALS	\$100,000	\$71,100	\$99,050	\$98,700	\$98,450
Actual	145,605.10				
Over/Under	-45,605.10				
Rockwall		?????			

From: [Dan Meyer](#)
To: [Michelle Dujardin](#)
Subject: August 23rd Active Shooter Training
Date: Friday, June 02, 2017 4:09:57 PM

Hi Michelle,

We have been planning an active shooter training scenario that will be taking place at Whitewater High School for a good part of the day on August 23rd. We will have quite a few agencies responding to assist and will have fire and rescue involved as well. One of the challenges we will have is securing the area and designating it as a "training exercise." What is the likelihood that the aquatic center could be closed for the day on 8/23 to keep people away from the area? Let me know if you want to discuss it more in person.

Thanks and have a good weekend,
Dan

*Captain Daniel A. Meyer
Whitewater Police Department
312 W. Whitewater St.
Whitewater, WI 53190
262-473-1371 (P)
262-473-0555 (F)
dmeyer@whitewater-wi.gov*

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Lacey Reichwald
Whitewater Grocery Co.
PO Box 25
Whitewater, WI 53190
262-236-5988

Board of Directors
Whitewater Parks & Recreation Department

June 12, 2017

Dear Board Members,

On behalf of the Whitewater Grocery Cooperative, I am writing to request that we can become a Partner Organization in order to receive free rental of City buildings for the purposes of our meetings and trainings. The Whitewater Grocery Co. is a cooperatively owned effort to build a community grocery store in Whitewater and therefore provides a charitable good to the Whitewater community. I am hopeful that our mission and structure will qualify us for this important privilege.

Thank you for your consideration.

Sincerely,

Lacey M. Reichwald

CITY OF WHITEWATER POLICY		TITLE: Facility Rental & Reservation
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: 11/10/08 Most Recently Revised: 3/11/14	TEXT NAME: G:\Park & Rec\Policy\ Facility Rental & Reservation Policy

I. PURPOSE

The Whitewater Parks and Recreation Department schedules, maintains, rents, and reserves indoor facilities, park shelters, and outdoor athletic facilities to the general Whitewater community and surrounding area. These facilities, which include the Downtown Armory, Starin Community Building, Cravath Lakefront Community Center, ball diamonds, soccer fields and tennis courts, are located in City parks and also on city property. The Parks and Recreation Department will schedule these facilities for its own programs, the Whitewater Unified School District, the University of Wisconsin-Whitewater and other private and not-for-profit groups and organizations. These other groups and organizations include, but are not limited to: Traveling Basketball, Traveling Baseball, and the Whitewater Soccer Club. The following policies and procedures have been developed to facilitate the scheduling of athletic facilities by all organizations.

II. SCHEDULING PRIORITIES

The Whitewater Parks and Recreation Department will determine capacity limits for all facilities consistent with established and accepted standards to maintain facilities for continued use. These capacities will be utilized when scheduling activities and may impact the availability of facilities for reservations.

The Whitewater Parks and Recreation Department schedules and reserves facilities according to the following priorities:

1. All Whitewater Parks and Recreation programs (games, scheduled practices, matches, camps, and instructional programs) will be the first programs scheduled at facilities that are managed/maintained by the Parks and Recreation Department.
2. Whitewater Unified School District programs/athletic events will be the second programs scheduled at facilities managed/maintained by the City.
3. Whitewater Unified School District programs/athletic events will be the first programs scheduled at facilities owned by the District.
4. Whitewater Parks and Recreation programs will be the second programs scheduled at facilities owned by the Whitewater Unified School District.
5. Private and/or not-for-profit groups and organizations which reserved facilities managed/maintained by the City will have their programs and events scheduled after all Parks and Recreation and School District programs have been scheduled.

III. GROUP CLASSIFICATIONS

Group 1 No Charge

Partner Organizations will not be charged a facility rental fee for their facility usage provided that their facility use is for the purposes of holding an organization meeting, practice, game, etc. Partner organizations provide a charitable good to the Whitewater community and have had a history of receiving free rentals for facility space.

Exception: Any event serving alcohol will be required to pay 100 % of rental fee.

Partner List:

Tax Funded Organizations:

City of Whitewater
Whitewater Unified School District
Chamber of Commerce
Downtown Whitewater
Whitewater Tourism Council
Whitewater Arts Alliance
Whitewater Historical Society

Youth Sports Organizations:

Whitewater Traveling Basketball
Whitewater Traveling Baseball
Whitewater Youth Soccer
J-Hawks

Local Community Program Providers:

National Multiple Sclerosis Society
Special Olympics
Relay for Life (ACS)
4th of July Committee
Local Registered Political Parties
Walworth County Health Services
Whitewater 4H / Boy Scouts / Girl Scouts
Stone Mill Quilters
AWANA
Kettle Moraine Baptist Academy
Alcoholics Anonymous
Community Cat

Local Civic/Charitable Groups:

Kiwanis Club (Breakfast/Noon/Circle K)	Knights of Columbus	Lions Club
League of Women Voters	Optimists	

Note: To be added or considered as a partner organization, please submit a letter of request to the Parks & Recreation Director. Decisions will be based on charitable contribution to the community and/or services provided to youth in our local community.

Group 2 50% of Listed Fee

Religious Organizations
University of Wisconsin-Whitewater Recognized Organizations, Groups, Schools, Athletics
Private Events not serving food or beverages that are free to the public

Group 3 100% of Listed Fee

Private Event serving food and/or alcohol
Private Event charging admission
All Group 3 Reservations will not receive a key for the facility. A rental attendant will meet them at the facility and open the building, explain regulations, and answer questions.

Long Term Rental Discount

Rental Groups interested in special rates based on continuous use must enter request 10 days prior to the month they are requesting use to the Parks and Recreation Director, who shall present an agreement to the Parks and Recreation Board for their approval at the next scheduled monthly meeting.

IV. FEES & CHARGES

The facilities listed below must be rented a minimum of four (4) hours. Online reservations will be posted in four (4), eight (8), and sixteen (16) hour blocks. Requests outside of these blocks should be addressed with Parks and Recreation staff. A \$200 damage deposit is required for these facilities.

Indoor Facilities	Capacity	Hourly Resident Fee	Hourly Non-Resident Fee
Cravath Lakefront Community Center	100	\$40.00	\$50.00
Starin Park Community Building	100	\$30.00	\$37.50
Armory Gym* & Kitchen	300	\$30.00	\$37.50
Armory Dance Studio	25	\$30.00	\$37.50

The Armory Gym does not allow food or beverages and is intended to be used as an athletic and programming venue – it is not a party hall.

The facilities listed below are rented for a minimum of an entire day, from 6am – 11pm. No damage deposit is required for park shelter reservations.

Park Shelters	Capacity	Daily Resident Fee	Daily Non-Resident Fee
Cravath Lake Picnic Shelter	100	\$60.00	\$75.00
Trippe Lake Shelter (beach)	100	\$70.00	\$87.50
Trippe Lake Picnic Shelter	100	\$50.00	\$62.50
Starin Park Shelter (2)	100	\$50.00	\$62.50

Cravath Wedding Specials	Daily Resident Fee	Daily Non-Resident Fee
Park Area (Service/Photos)	\$100.00	\$125.00
Park Area + Picnic Shelter	\$120.00	\$150.00
Park Area + Picnic Shelter + Community Center	\$450.00	\$562.50

Athletic Facilities	Per Hour Resident Fee	Per Hour Non-Resident Fee
Starin Little League or North Diamond	\$20.00	\$25.00
Starin Toppers Diamond	\$40.00	\$50.00
Starin Treyton's Field of Dreams	\$100.00	\$125.00
Starin Ball Diamond Complex (All 4 fields)	\$150.00	\$187.50
Moraine View Soccer Field	\$20.00	\$25.00
Moraine View Fields (All 7)	\$100.00	\$125.00
Any City Park (not listed above)	\$50.00	\$62.50

V. RULES & REGULATIONS

- Full payment is required at the time of the reservation.
- Groups 1 & 2 must pick-up keys during normal business hours.
- The Whitewater Parks and Recreation Department reserves the right to deny programs and/or special events which conflict with existing programs, use facilities for an event the facilities were not intended, or cause undue hardship on the facility and/or surrounding area. The availability of facilities for Class 1 may be limited based on requests and other rentals. Groups in Class 1 & 2 can provide the damage deposit or sign a “financial responsibility and damage deposit” form.
- All groups must reserve the building for times needed including set-up and clean-up. In most cases, the contracted cleaning company will arrive at your scheduled completion time.
- All requests for facility rental refunds must be submitted in writing to the Parks and Recreation Board.
- A \$200 damage deposit is required for all Group 3 reservations when reserving the Starin Community Building, Cravath Lakefront Center, and Downtown Armory. No deposits are required for picnic shelters. The deposit can be paid on-line at the time of reservation or by cash/check no later than 14 days prior to the rental. The deposit is processed at the time of payment and will be returned via check no later than 2 weeks following the rental. Failure to pay the deposit 14 days in advance of the rental will result in the cancellation of the reservation.
- All facility reservations must be made and completed in full a minimum of 10 days prior to the event. The Parks and Recreation Director can waive the 10 day minimum for special circumstances.
- For Groups 1 & 2, remember to check the site when you arrive! If there are any damages/problems please call 262-473-0122 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.
- Separate permits are required for renters that are serving alcohol, using amplified sound systems (outdoor rentals only), or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk’s office.
- All park regulations shall be observed. Municipal Buildings open at 7:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit \$100 of the damage deposit if they are in violation of the park curfew ordinance.
- Payment for the reservation is due in full before the facility is reserved. Photo ID is required with completed facility request form AND payment of damage deposit, as renter you are responsible for any damages.
- For Groups 1 & 2, keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday during normal business hours.
- Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Failure to obtain the proper permits the renter will forfeit \$200 of the damage deposit.
- Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are as follows: replace rectangular table \$150, replace folding chair \$50, replace stackable chair \$150, replace 60” round table \$350. Building maintenance will be estimated at a rate of \$50/hour. Carpet cleaning will result in a \$300 charge and any floor refinishing or resurfacing will range in cost from \$300-\$550.

- Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.
- No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit \$200 of the damage deposit.
- Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls. No crepe paper is allowed in any rental facility.
- Please keep our facilities clean. It is the renter's responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a \$100 charge against the damage deposit. Garbage can be taken to the dumpster located behind the Downtown Armory at 116 W North Street.
- Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.